

~~READ & DESTROY~~

6 October 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 6 October 1983

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. New Building - Headquarters: On 6 October 1983, the preliminary design for the new building was formally presented for approval to the National Capital Planning Commission.

b. Installation of Carpet: During the past week, 114 square yards of special color carpet tiles were installed in the secretarial area of the DCI Suite, room 7D5606 Headquarters building. In addition, carpet was installed in the Printing and Photography Building, Motor Pool office area, and the entrance to the gymnasium at Headquarters.

c. Safe Inventory: The inventory of all safes in the Washington metropolitan area was completed during the past week and the results were input into a computerized program. For the first time, we will have available up-to-date data on the status of location and condition of all safes in the Washington metropolitan area.

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3. Significant Events Anticipated During the Coming Week:

None.

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